

UNITED STATES MARINE CORPS
Supply School
Marine Corps Combat Service Support Schools
PSC 20041
Camp Lejeune, North Carolina 28542-0041

ESIDC 0501
AUG 99

STUDENT OUTLINE

PERSONAL EFFECTS

LEARNING OBJECTIVES:

TERMINAL LEARNING OBJECTIVES:

1. Given a morning report, personal effects, circumstances leading to receipt of personal effects, personal effects inventory form (NAVMC 10154), and the references, perform personal effects control procedures, in accordance with MCO P3040.4_ and MCO P4050.38_. (3043.07.02)
2. Given personal effects, circumstances surrounding personal effects, personal effects inventory form (NAVMC 10154), and the references, perform personal effects control procedures, in accordance with MCO P3040.4_ and MCO P4050.38_. (3051.04.13)

ENABLING LEARNING OBJECTIVES:

1. Given a written situation pertaining to personal effects inventories, a list of inventory procedures, and the reference, select from a list the requirements to complete a personal effects inventory, in accordance with MCO P4050.38_. (3043.07.02a)

OUTLINE

PERSONAL EFFECTS

- a. General. The Commanding Officer is ultimately responsible for the collecting, accounting for, and disposal of personal effects for all personnel under his/her command. The supply office is responsible for the safekeeping and disposition of those personal effects. **The reference that guides personnel in the requirements and procedures for handling personal effects is MCO P4050.38_.**
- b. Definition. Personal Effects can be defined as articles of individual uniform clothing, civilian clothing, CLI or 782 gear and other personal items.

c. Categories. An inventory will be conducted within 48 hours (72/96 hours if holiday weekend is involved) when the command receives information that a Marine or Sailor falls into one of the following categories:

- (1) Deceased. **MCO P4050.38_ Chapter 2.**
- (2) Missing. **MCO P4050.38_ Chapter 2.**
- (3) Hospitalization. **MCO P4050.38_ Chapter 3.**
- (4) Unauthorized Absence (UA). **MCO P4050.38_ Chapter 4.**
- (5) Incarcerated. **MCO P4050.38_ Chapter 5.**

(6) Any other reason that the member becomes separated from his/her property. **MCO P4050.38_ Chapter 6.**

d. Inventory Board. The Commanding Officer is required to assign in writing one or more SNCOs or Officers to an inventory board. Once assigned, the Marines will familiarize themselves with the **Personal Effects and Baggage Manual, MCO P4050.38_**. The Commanding Officer may assign a Sergeant to the board to inventory the personal effects of Sergeants and below only in a UA status. This is an additional duty and requires the Marines to be available to inventory personal effects when needed.

PERSONAL EFFECTS INVENTORY

a. General. **Inventory Procedures for personal effects can be found in MCO P4050.38_ Chapter 9.** The individual assigned to conduct a personal effects inventory may request assistance from others.

b. Article Separation. Personal Effects will be separated into the following categories:

- (1) Serviceable and unserviceable uniforms will be placed in separate containers.
- (2) Government property.
 - (a) Subcustody items (e.g., magazines and rifle slings)
 - (b) CLI. These items will not be turned into the supply office unless the individual is getting an Other than Honorable Discharge or less, or incarcerated. Otherwise, the items will be packed and stored with the individuals personal effects.
- (3) Currency, government checks, personal checks and savings bonds.
- (4) Hazardous, flammable, perishable or deteriorating items (e.g., spray cans, food, and soap).

(5) Articles to be dry-cleaned/laundered.

(6) Articles of substantial value (e.g., TV, VCR, or POVs).

(7) Sexually explicit material or any other types of material that may cause unnecessary harm to the family (e.g., letters or explicit pictures if the Marine is married).

c. Personal Effects Inventory Form (NAVMC 10154). This form is used to record **ALL** items that are being inventoried. The senior member of the inventory team will complete and sign the form. **Refer to Appendix (A) for an example of the NAVMC 10154.**

d. Distribution of NAVMC 10154.

(1) Original. Place in the individuals OQR/SRB with all documentation (e.g., cash sales (NAVMC 6), IMRs, or ECR) that may relate the personal effects inventory.

(2) One signed copy will be placed in the container.

(3) One copy will be retained by the Commanding Officer directing the inventory.

(4) One copy will be furnished to the personal effects custodian.

SUPPLY ACTION ON PERSONAL EFFECTS

a. General. Pending resolution, the personal effects will be afforded safekeeping under the supervision of the unit supply officer to prevent theft, pilferage, or unwarranted deterioration. Once the containers are delivered to the supply office, the personal effects custodian takes control of the personal effects.

b. Personal Effects Custodian. This individual is assigned by the Supply Officer as the custodian for personal effects within the organization. This individual must be familiar with MCO P4050.38_ and the duties involved with the care and safekeeping of personal effects. They must be also provided a list of all members assigned to the inventory board.

c. Duties of the Personal Effects Custodian. The personal effects custodian must accomplish the following steps:

(1) Verify NAVMC 10154 is correctly filled out and signed with signature.

(2) Ensure containers are serviceable and marked. The containers will be marked with the individuals name, rank, SSN, status (e.g., UA or Hospitalized), date and time of status, and expected date of return.

(3) Prepare the Baggage Identification Check (NAVMC 10241). **Refer to Appendix (B) for an example.**

(4) Enter information in logbook. The logbook will contain the same information on the NAVMC 10241. It will also have a column for the date of the inventory, which should be the same date turned into the supply office to the personal effects custodian, disposition of personal effects, and a date, print and signature block of the recipient. A personal computer file will not be used.

(5) Establish Case File. A case file is a record of all documentation pertaining to the individuals personal effects. A file will also be established for individuals discharged under Other than Honorable Conditions who are required to turn in their uniforms upon discharge.

d. Storage. The area designated for the storage of personal effects must be able to be locked and limited access allowed. The storage area is normally the security cage in the supply warehouse. A logbook record of entry and exit will be maintained.

DISPOSITION OF PERSONAL EFFECTS

a. General. The disposition of personal effects will be determined based on the reason for collecting the personal effects. Refer to the chapters in **MCO P4050.38_** that covers that specific situation.

b. Personal Effects Custodian. For individuals returning from hospital, TAD, leave, or UA status, have the individual inventory the personal effects under supervision and sign a receipt for the items and the logbook.

c. Supply Action. It is important when a supply office maintains personal effects the following is accomplished:

(1) Check morning reports to ensure inventories are being conducted when required. For example, the morning report will show individuals that are hospitalized, UA, leave, or TAD in excess of 90 days.

(2) Review Case Files. Ensure that documentation is present for those individuals that waive the right for an inventory (e.g., individuals on leave, hospitalized, or TAD). Also, ensure the custodian is reviewing case files regularly.

(3) Ensure access to security cage is being documented.

(4) Review personal effects logbook for accuracy.

(5) **Ensure disposition of personal effects is being accomplished per MCO P4050.38_.**

(6) If needed, conduct a class for all inventory board members so all members are conducting inventories correctly.